

COPPER LAKE ESTATES RESIDENT COUNCIL

BYLAWS

Preamble

Whereas, The Copper Lake Estates Resident Council (hereinafter referred to as The Council or Council) has heretofore operated without bylaws, and **Whereas**, the Council feels it should operate under a published set of rules, the Council hereby adopts the following Bylaws on the 12th day of March, 2010, which may be amended modified or otherwise changed as hereinafter set forth.

BYLAWS

ARTICLE I. NAME

The Name of this organization shall be THE RESIDENT COUNCIL OF COPPER LAKE ESTATES OF EDMOND, OKLAHOMA, hereinafter referred to as the "Council".

ARTICLE II. PURPOSE

The purpose of the Council is to establish and maintain liaison between Residents and the Management of Copper Lake Estates and to advise Management with respect to policies concerning the welfare, conduct and activities of the Residents, and to make suggestions, recommendations, and where permitted by law, demands, to further the same.

ARTICLE III. MEMBERS

Section 1. Qualifications: Membership on the Council shall be limited to those Residents duly elected, as hereafter provided for, or appointed by the Chairman to succeed a vacant membership, or an individual who has a current Residency Agreement with the Copper Lake Estates organization.

Section 2. Terms of Office: Council members shall serve for a "term" of two years; beginning on the first Tuesday of May. To provide continuity in Council deliberations, in May of each year one half of the members of the Council who volunteer, or who are designated at the discretion of the Chairman, will serve for one year while the other half will serve for two years from that date. Members shall not be eligible to serve on the Council for more than two consecutive terms.

Section 3. Resignations: Any member desiring to resign from the Council shall *submit their resignation in writing* to the Council Secretary, who shall present it to the Council for action, provided however, in the event such a person is incapacitated and cannot submit a written resignation then a verbal communication to the Secretary will suffice.

Section 4. Vacancies: In the event a vacancy occurs on the Council, for whatever reason, the Chairman of the Council shall appoint a replacement with the advice and consent of the Council.

ARTICLE IV. ELECTIONS

The election of Residents to the Council shall be held annually, as hereinafter provided, and shall be conducted by an Election Committee appointed by the Chairman of the Council.

Section 1. Candidates: Any resident of Copper Lake Estates, as herein defined, may stand for election to the Council, including those Council Members whose term has expired but are not barred by the two term limitation, by signing up for the same at the front desk, on a form provided, during the period of the last two weeks of March. Persons who have signed up, as provided, shall constitute the slate of Candidates, regardless of the number, and will appear on the Ballot. By signing up each participant consents to serve if elected. A Ballot will then be prepared by the Election Committee to distribute to all residents of Copper Lake Estates who shall then mark their Ballot as instructed and return it to the front desk to be placed in the ballot box. Ballots will be counted by the Election Committee and the results published as hereafter provided. The top five (5) Candidates with the most votes will be declared elected.

Section 2. Election Period: The election will be held on the five (5) working days of the second week of April of each year, commencing at 8 a.m. on Monday (1st Day) and concluding at 5 p.m. on Friday (5th Day).

Section 3. Voting: All residents may cast their ballot by voting for no more than five (5) candidates listed on the ballot. No write in candidates will be allowed, and any ballot so marked or indicating the identity of the voter shall be disallowed and not considered in the final tally. Voters shall return their ballot to the front desk where their name will be checked off the master list of residents, and placed in the ballot box for subsequent counting. Any ballot containing votes for more than five (5) candidates or marked in such a way as to make it uncertain as to the voter's wishes, shall be disallowed and not counted in the final tally. Once the Election Committee has counted the votes they shall prepare a report of the voting for each candidate, the total votes counted, and indicate those elected by placing a * by each elected candidate. In case of ties the members of the Council shall determine the winner(s) by luck of the draw.

ARTICLE V. OFFICERS

There shall be four officers of the Council: two elected and two appointed. The elected officers shall be the Chairman and the Vice Chairman. The appointed officers shall be the Secretary and the Treasurer if one is needed otherwise to be left vacant.

Section 1. Elected Officers: The chairman shall be elected from nominations made by the Council at the first meeting in May of each year and shall serve for a term of one year unless re-elected in a subsequent year provided, however, a Chairman may not serve more than two successive terms. The Vice Chairman shall likewise be elected by the Council members and shall automatically assume the Chairmanship at the conclusion of the current Chairman's term.

Section 2. Appointed Officers: The new (incoming) Chairman of the Council shall appoint, with the concurrence of the Council, the Secretary as well as the Treasurer if one is needed, otherwise to be left vacant until such time as one is needed and then appointed by the Chairman in a like manner for the Secretary.

Section 3. Duties of Officers:

A. The Chairman shall preside at all Council meetings and conduct the same under Robert's Rules of Order. He/She shall serve as an ex-officio member of all Council committees and shall perform such duties as custom, parliamentary usage and as the Council may direct.

B. The Vice Chairman shall be the second ranking elected officer of the Council and shall perform such duties as may be assigned by the Chairman and/or the Council. The Vice Chairman shall act to discharge the duties of Chairman in the event the Chairman is absent for whatever reason, and with the direction of the Council in the event that the Chairman is unable to perform the regular duties of the Chair, for whatever reason. The Vice Chairman in office at the time the Chairman completes his term, or successive term, shall automatically succeed to the office of Chairman, at which time a new Vice Chairman shall be nominated and elected by the Council.

C. **The Secretary** shall be responsible for the official documents of the Council and for their archival safekeeping. He/she shall keep a record of all Council proceedings; prepare, publish and keep the minutes of such meetings; prepare, at the direction of the Chairman the agenda for each upcoming Council meeting and give notice thereof to each member of the Council; execute such additional duties as may be assigned by the Chairman and/or the Council. The Secretary shall make Council and Committee meeting reports available to the Residents of Copper Lake Estates, by maintaining a Council minute & report book in the Library of the Manor of Copper Lake Estates, which shall be a duplicate of the official record of the Council proceedings.

ARTICLE VI. COMMITTEES

Section 1. Executive Committee: The officers of the Council shall constitute the Executive Committee which shall serve as an advisory body to the Council and shall perform such other duties as assigned by the Council.

A. **Activities Committee**: Identify and recommend possible future activities to the Resident Activities and Program Director.

B. **Building, Grounds and Safety Committee**: identify, investigate, and bring to Management matter involving the Manor, Villas, Club House & its Pool, facilities and grounds of Copper Lake Estates, which could affect the safety of residents or indicate needed repairs or improvement; or otherwise enhance the well being of residents.

C. **Food and Dining Committee**: Meet regularly with the Director of Food Services and suggest improvements in such things, (but not limited to), as Alternate Menu's, Food, Preparation, Service, Cleanliness of facilities and such other things as that may or will improve the dining experience at Copper Lake Estates for the well being and enjoyment of the Residents.

D. **Library Committee**: Monitor the use of Books and Materials, housed in the Library of Copper Lake Estates and develop a reasonable means of loaning out such books and materials as to insure their safe return. The committee will be responsible for the re-shelving of all returned books and materials and from time to time reviewing all materials and books owned by Copper Lake Estates to determine the acquisition of new material and the removal of obsolete or duplicate materials or books.

Section 3. Special Committees: The Chairman shall appoint other committees from time to time, to carry out the work of the Council. The term of each such special committee shall end with the submission of its final report. The Council Chairman shall be an ex-officio member of all Special Committees.

ARTICLE VII. MEETINGS

Section 1. Regular Meetings: The regular meetings of the Council shall be held on the first Tuesday of each month, at 10 a.m. unless otherwise ordered by the Council Chairman, Council, or Residents (per Sec. 3, below).

Section 2. Annual Organizational Meeting: The regular Council meeting in May shall also be known as the incoming Council's Annual Organizational Meeting. It will be held immediately following the last meeting of the outgoing Council and shall be for the purpose of addressing any business that may arise.

Section 3. Special Meetings: Special meetings may be called by the Council Chairman; by at least three Members of the Council; or by written request of at least five Residents. The purpose of the meeting shall be stated in the call. Except in the case of an emergency at least one days notice shall be given.

Section 4. Open or Closed Meetings: All meetings of the Council shall be closed unless by unanimous consent of the Council it is declared open, in which case the meeting will be open to all residents electing to attend, provided however, no resident will be permitted to speak at such open meeting unless they have first requested, in writing, their desire to address the Council and stated the subject which they will address. Any Resident shall have the right to address the Council at any open or closed meeting provided they have made a written request to do so which also states the subject matter to be addressed. The Council retains the right in any open meeting to go into executive session to discuss legal or personal problems of others, and subsequently reporting their action, if any.

Section 5. Quorum: A majority of the Council Members shall constitute a quorum for conducting any business to come before the Council. Once a quorum has been declared for any given meeting, the subsequent excusing of a member(s) from attendance shall not result in an adjournment of the Council, for lack of a quorum, which shall be authorized to conduct further business as though a quorum was present.

ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by a majority of the full Council, provided that the amendment has been submitted in writing at the previous regular meeting. Approved amendments shall be promulgated as entire pages. They shall be dated and clearly identified as revised pages.

AMENDMENTS TO BYLAWS
COPPER LAKE RESIDENT COUNCIL

FIRST AMENDMENT

Adopted March 12th, 2010

sub-section

Article VI, 2A. Activities Committee: Identify and recommend possible future activities to the Resident Activities and Program Director, is hereby deleted and renamed and added to as set forth below.

ARTICLE VI

Section 2.

A. Entertainment & Activities Committee: Identify and recommend possible future forms of entertainment and outside activities, as may promote the interest of the residents of Copper Lake Estates, including, but not limited to, such things as in-house programs, day trips, eating out, bringing in entertainment, etc.

And

F. Exercise & Physical Well Being: Identify and recommend possible future exercise and informational programs as well as promote the physical and mental health and well being of the Residents of Copper Lake Estates.